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Family Emergency Plan

BeReadyUtah.gov

Be
Ready
Utah



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: _____

Email: _____

Neighborhood Meeting Place: _____

Regional Meeting Place: _____

Evacuation Location: _____

Fill out the following information for each family member and keep it up to date.

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One

Address: _____

Phone Number: _____

Evacuation Location: _____

Work Location Two

Address: _____

Phone Number: _____

Evacuation Location: _____

Other Place You Frequent

Address: _____

Phone Number: _____

Evacuation Location: _____

Telephone Number: _____

Telephone Number: _____

Telephone Number: _____

Telephone Number: _____

Social Security Number: _____

Important Medical Information: _____

Social Security Number: _____

Important Medical Information: _____

Social Security Number: _____

Important Medical Information: _____

Social Security Number: _____

Important Medical Information: _____

Social Security Number: _____

Important Medical Information: _____

Social Security Number: _____

Important Medical Information: _____

School Location One

Address: _____

Phone Number: _____

Evacuation Location: _____

School Location Two

Address: _____

Phone Number: _____

Evacuation Location: _____

School Location Three

Address: _____

Phone Number: _____

Evacuation Location: _____

Important Information	Name	Telephone Number	Policy Number
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Home Insurance:			
Veterinarian/Kennel:			



State of Utah

GARY HERBERT
Governor

GREG BELL
Lieutenant Governor

Department of Public Safety

D. Lance Davenport
Commissioner



A Welcome from Be Ready Utah:

We live in a state that is vulnerable to man-made threats and natural disasters. Since 1983, Utah has received eight presidential disaster declarations. The unexpected happened in 2005 when our state had three declarations in one year. Therefore, the Utah Department of Public Safety's Division of Homeland Security has adopted an all-hazard approach to mitigate, prepare for, respond to and recover from any disaster that may occur in our state.

Be Ready Utah is our statewide emergency preparedness campaign, managed by the Division of Homeland Security under the direction of Lieutenant Governor Greg Bell. Be Ready Utah provides valuable information for individuals and families, public safety professionals, business and civic leaders, school administrators and volunteers. We believe that preparedness leads to prosperity. Every community has the opportunity to provide resources to prepare its citizens and Be Ready Utah can help.

This special Be Ready Utah report stresses the importance of maintaining and improving our quality of life through emergency preparedness. You'll read about women who have a passion for preparedness in different stages of life along with other ways you can become better prepared. We don't know when the unexpected may happen or the level of the impact emergencies may have.

We encourage you take on the challenge to be "Be Ready." Be ready with an emergency plan. Be ready with an emergency supply kit. Be informed about Utah's natural hazards and get to know the local emergency manager in your community. Look for opportunities to get involved and volunteer your expertise and talents. The time and effort we invest in preparing now will help us navigate through and recover quickly from what may come our way at the most unexpected moment.

Please visit BeReadyUtah.gov for more information on how to get started with simple, basic steps to preparedness.

Greg Bell
Lieutenant Governor



D. Lance Davenport
Commissioner
Utah Department of Public Safety



Keith D. Squires
Deputy Commissioner
Director, Div. of Homeland Security



72-Hour Kit Checklist

You should prepare a portable kit for each member of your family. Consider preparing one for your place of work as well as one for children to keep at school and one for the car.

- **WATER.** Store 1 gallon of water per person per day. Keep at least a three day supply of water.
- **FOOD and UTENSILS.** At least one to three-day supply of non-perishable food that could include ready-to-eat meats, juices, high-energy foods such as granola or power bars.
- **NOAA WEATHER ALERT RADIO,** either hand crank or battery powered, extra batteries
- **BLANKETS/PILLOWS/ SLEEPING BAG**
- **FLASHLIGHT** and extra batteries or hand crank, or light sticks. Do not use candles/open flame during an emergency.
- **WHISTLE** for emergency signal.
- **DUST or FILTER MASKS,** N95 mask recommended for preventing inhalation of airborne particles.
- **MOIST TOWELETTES** or baby wipes for sanitation
- **TOOLS** - Wrench or pliers to turn off utilities, broom, shovel, Hammer and Working Gloves.
- **CAN OPENER** for food (if kit contains canned items).
- **PLASTIC SHEETING and DUCT TAPE** to “seal the room” for sheltering in place.
- **MEDICATIONS** to include prescription and non-prescription medications such as pain relievers, stomach remedies and etc.
- **FIRST AID SUPPLIES.** An assortment of bandages, ointments, gauze pads, cold/hot packs, tweezers, scissors and sanitizer.
- **PERSONAL HYGIENE ITEMS** to include at least one change of clothing/shoes/outerware.
- **GARBAGE BAGS** and plastic ties for personal sanitation.
- **PAPER SUPPLIES.** Note pads, markers, pens, pencils, plates, napkins, paper towels and etc.
- **CAMERA.** Disposable camera to record damage.
- **CASH/ATM AND CREDIT CARD.** Keep enough cash for immediate needs in small denominations.
- **EMERGENCY CONTACT PHONE LIST.**
- **MAPS.** Local road and area maps.
- **MEDICAL HISTORY LISTS.** For every family member in your home make a list of medical history, all medications (by name) and dosages.

Emergency Container Tip:

Create emergency kit(s) and store in any type of containers with wheels. Such as for the larger kits; garbage cans, foot-lockers, chest, duffle bags, tote bags, ice chest, various size suitcases or various size plastic boxes. A water-tight container is most ideal for keeping a 72-Hour Kit.

Suggested Areas To Store Emergency Kit(s):

Store grab-and-go food and water container where easy to access in case you are advised to evacuate.

Children and adults keep their emergency kit(s) in their bedrooms. Let the children have responsibility for their own backpack and have the older children buddy-up and take care of younger brothers or sisters. Mom, dad take care of baby.

If a senior citizen resides with the family, also buddy-up and help them for they move slower and a backpack may be too heavy for them to carry.

Don't forget house pets should also have emergency kits to be ready to grab-and-go. Pack the foods pet(s) normally eat, leashes, crates and litterbox.

Re-think where all of your camping gear is located throughout the household. Keep in one area if possible for easy access so you're not looking in the dark with a flashlight for things.

Always keep a pair of hard sole shoes underneath your bed.



READY YOUR FAMILY AND COMMUNITY

BY J. MELODY MURDOCK

When Toni Taylor was choosing a location for her day spa, she found a building just three minutes from her home so she would be nearby in case of an emergency. But she didn't consider one thing ...

What if she doesn't have three minutes?

On Nov. 22, 2008, Toni's 9-month-old son was at home with a babysitter when a firefighter knocked on the door and informed the babysitter that she had two minutes to evacuate the house. Panicked, she called Toni. "It's a call you never expect," Toni says. "I was most concerned about formula and diapers, so I told her to grab those first, and second, I told her to bring our dog."

Toni's family was one of thousands of people in Salt Lake City evacuated from their homes because of a propane leak on a nearby freeway. With just the clothes on their backs, the Taylors were lucky enough to have family nearby, where they spent the night.

Although the Taylors returned home less than 24 hours later, it was enough time to realize how unprepared they were. "I thought I was prepared," Toni says. "But

The Red Cross reports that only 7 percent of Americans have taken the recommended actions to prepare for disasters.

CLEARING OUT THE MASSES

If you think emergency planning for a family of four or five is overwhelming, try being in charge of emergency preparedness for an entire university — 50,000 strong. Marty Shaub, director of the University of Utah's Environmental Health and Safety Department, has that daunting responsibility. Even though a campus-wide evacuation is unlikely, Marty says they must have the capacity to do so. So, what does that entail? Here's a sampling ...

- » A plan to evacuate and shelter the 3,000 students living on campus.
- » A new alert notification system called Alert U. Students, faculty and staff opt in by providing contact information so the university can communicate directly via phone, e-mail, text, etc.
- » Campus traffic flow plan — practiced after big sporting events.
- » A big push for emergency education — ehs.utah.edu

I realized we weren't ready for an immediate evacuation. I hadn't thought about only having one or two minutes. I had a barefoot baby in November because there wasn't time to grab socks."

Toni isn't alone. The Red Cross reports that only 7 percent of Americans have taken the recommended actions to prepare for disasters. If you're in the remaining 93 percent, it's time to get it together before someone comes knocking at your door.


The Be Ready Utah campaign recommends four basic steps. For full details and checklists, visit www.bereadyutah.gov.

1 GET A KIT (CAR, HOME AND WORKPLACE). Include the basics: water, food, first aid supplies, protective clothing, bedding, tools, medicine and other special items (see online checklist). Marty Shaub, president of Utah Emergency Management Association, tells everyone to have toothbrushes in your car, desk, purse, etc. "Seventy-two hours without moisturizer will be uncomfortable," she says. "But 72 hours without brushing your teeth will be simply awful — for everyone involved."

2 MAKE A PLAN (HOME AND OFFICE). Talk about the possible causes, plans and provisions for evacuation and how they could impact your family or employees. Marty says it's important to practice. "What we all fear most is the unknown. Practicing helps remove the hard-to-imagine aspects of evacuation." Marty also cautions not to forget pet emergency preparedness.

3 BE INFORMED. Know the risks and where your nearest shelters are. Marty says Utah's biggest risks are earthquakes, pandemics or severe weather situations.

4 GET INVOLVED. Ask your elected officials to talk about this regularly so the community is better prepared. "After all, they're getting paid for it," reminds Marty.

As for Toni and her family, her wake-up call has led to an emergency preparedness crusade — ensuring that her baby will not be left in the cold without socks again. 



BY JULIE PEREZ

Saving your most valued digital information Peace of data

After part of our home was destroyed by a fire in 1980, my mother was most distressed about the loss of her family photos and family history information. There were no computers to store that information then. Nowadays, computer storage capacity is immense and readily available. However, computers aren't immune from data loss, yet many of us don't backup our most valued computer files — or if we do, we do so irregularly.

Backing up a computer's data is not as difficult as you might think. A few simple steps will prepare your most important data to be easily recovered should anything happen to your computer.


Assess your situation. Look at what you most use your computer for and what type of information you store on it. Your needs will differ if you are a small business owner. Alice Belisle, certified information systems specialist and owner of Tech'nique, estimates that "93 percent of all business records" — such as invoices, e-mail correspondence, business contacts, etc. — "are created and stored electronically." She warns that "approximately 68 percent of small businesses that suffer a loss of computer data never recover from it."

Determine what to backup. It is advisable to first make a backup of everything on your hard drive. Subsequent backups can be of only changed documents or files or new photos. Alice recommends having the installation disks for your programs and operating system,

which means that if you've downloaded any programs, you'd need to contact the software developer for an installation CD.

Choose a backup method. Readily available are DVDs or CDs, external hard drives or flash drives (aka thumb drives). There are online businesses that offer backup services and will store your data for a monthly or yearly subscription fee. If you use this option, research their reliability and "be sure your data is encrypted and password protected, and only you know the password," advises Thomas Olsen, owner of CMIT Solutions.

Backup regularly. Make it a priority to backup your computer often to safeguard your efforts. Most backup programs provide an automatic backup feature and allow you to set the day and time. Keep backed-up data in a safe place. Alice prefers somewhere offsite so you can get your computer files back in the event of a natural disaster.

Having the capacity to restore your computer data in the event of a loss will certainly help ease the stress and give you piece of mind. 

Online businesses that offer free automatic online back-up services under 2 gigabytes:

www.mozy.com

www.idrive.com

What to grab when you have to go

BY MARCIA ARMSTRONG CHIDESTER

All of Utah is waiting for "the big one," but many of its citizens are not prepared for it, says Maralin Hoff, community outreach specialist for the state's Division of Homeland Security.

According to Maralin, who is also known as "the earthquake lady" for her earthquake-preparation presentations, everyone should be ready for a disaster: families, small businesses and large corporations — even animals.

Preparing for an emergency is not hard, she says. Preparedness items can be assembled from things already in the home, purchased piecemeal at a variety of stores or ordered online. You just have to get started. Most important is a 72-hour kit for each member of the family, which contains essential items if a disaster forces an evacuation of your home.

Start with the basics. Pack only the food that you and your family will eat. Especially good choices are dry foods with a long shelf life and extra nutrition, such as soup mixes, cereals and candy, says Sue Neilsen, owner of Myfleebag.com, a company that sells 72-hours kits. "You want high protein and high calories," she says.

In addition to the kit, Maralin recommends loading a bucket with food such as granola bars, trail mix and canned fruit. Also, prepare a 5-gallon jug of water to take along. "You don't know how long you'll be away from home," she says.



Other 72-hour kit essentials include a flashlight or light stick, whistle, poncho, sewing kit and a fabric or mylar blanket. Be sure to include hygiene supplies such as soap, shampoo, razor, tampons and feminine pads. Bring along a portable toilet. Maralin recommends making your own loo with a 5-gallon bucket, a plastic bag and some kitty litter. "The litter absorbs droppings and keeps it from smelling," she says. After use, the plastic-bag lining within the bucket can be thrown away.

Medications are also important 72-hour kit components, from pain relievers to daily doses of hormone-replacement pills to life-sustaining heart medications. Also, pack a first-aid kit.

Include copies of insurance policies, bank account records, identification, cash and maps.


For adults, a game or book will help fill empty hours at an emergency shelter.

Sue includes diapers, formula, baby food, wet wipes, a bottle and pacifier in the kits she assembles for children under 12 months old. Also, pack a toy or game to keep older children occupied.

When it comes to a disaster, pets are people, too, Maralin says. "If you're told to leave your home, take your house pet with you," she says. She recommends assembling a 72-hour kit for pooch or kitty, packed with food, water, treats, toys and an extra leash.

It's also important to keep your vehicle stocked with emergency supplies, Maralin says. Store food and water, but rotate both frequently. Water is especially vulnerable to the extreme heat and cold experienced in a vehicle. When summer temperatures skyrocket, even unopened water can develop bacteria. Frozen water could trigger a split in the seams on a plastic container, causing leakage. In Utah's dry climate, even water sealed in plastic containers can evaporate. Pack a blanket or jacket for each person traveling in the vehicle. Don't forget tools needed to change a tire, one or two flashlights and a shovel for digging out of snow, mud, dirt or sand. An expandable folding shovel makes for easy storage.

Peace of mind when facing a possible disaster comes only from being prepared, Maralin says.

"We need to take action," she says. "There are so many things we can do to get ready before disaster strikes." 

BeReadyUtah.gov

A 72-hour kit is key to surviving three days away from home in the event of a disaster. There's plenty of information online at www.bereadyutah.gov that will help you assemble a 72-hour kit for your home or vehicle.

The comprehensive Be Ready Utah Guide to Personal and Family Preparedness and a newly released earthquake preparedness handbook are both available at www.bereadyutah.gov.



Profiles in preparedness

BY MARCIA ARMSTRONG CHIDESTER



Whether single, married with kids or well into retirement, people in any stage of life can prepare for a disaster, says Maralin Hoff, community outreach specialist for Utah's Division of Homeland Security. From assembling a 72-hour kit to learning basic first-aid to planning how to find each other after a disaster strikes, planning ahead will help if and when the worst happens. "Preparedness should be a part of life," Maralin says.

SINGLE-MINDED PREPARATION

Rachel Pearson, 29, is passionate about preparedness. The Layton resident, who coordinates emergency efforts in her job as loss prevention specialist for Wal-Mart in Syracuse, credits that passion to Hurricane Katrina. "We had displaced people from New Orleans here and I saw how not being prepared impacted their lives," Rachel says.

As a single woman who relies only on herself, Rachel is adamant about being self-sufficient. She has a well-organized supply of food and water stored in her home. She keeps a smaller cache in her Jeep Liberty, along with road salt, a shovel and blankets. Especially important are a sturdy pair of shoes that can weather snow and muddy grit if she has to get out of her car.

She has a plan of exactly what to do, and in what order, if disaster strikes. First, secure her home. Second, help others. "I can't respond to anyone else until I am mentally and physically prepared to leave my home and know everything is OK," she says.

Despite her own enthusiasm, Rachel is cautious when spreading the good-news gospel of disaster preparedness.

"If someone tries to force it on you, you turn against it," she says. Scare tactics don't work. Instead, she gently encourages. "If you take something you can control and make it obtainable, preparedness can become part of their lives," she says. "Then you get people working together toward a united goal, taking care of other people."

FOR BETTER OR WORSE

Lisa Pack Hyer came home from a church meeting a few years ago full of conviction. It was time to assemble a one-year supply of food and necessities. Lisa and her husband lived in Alpine then. She was working and they didn't have children, so amassing the emergency preparedness items wasn't a financial hardship.

"We did it within three months," she says. They stored their food in closets and under their bed.

Now, the couple lives in BYU student housing while pursuing master's degrees. Space is limited — only 580 square feet for them and their 2-year-old son — so Lisa moved their year's supply to her brother's house where she can have access if needed. With immediate preparedness still a priority, she keeps a three-month stash of



“If you take something you can control and make it obtainable, preparedness can become part of their lives.” Rachel Pearson

emergency basics at the apartment. “Our whole pantry is filled with food,” Lisa says. “Half of the hall closet is taken up by our bathroom toiletries.”

Preparation is easy when each project is broken down into manageable steps, Lisa says.

“We work for a few months on things for our car or our 72-hour kits,” she said. “Then, once we have it, it’s easy to maintain and update.” Each Hyer has a 72-hour kit full of food, clothing and toiletries. Total weight? About 25 pounds, Lisa says.

They’ve also packed a kit for their son, complete with diapers and clothes. “I put in a sweat outfit one size bigger than what he is in currently,” she says. “And anytime the size of his diaper changes, I put those in, too.”

One of Lisa’s goals for 2009 is to learn how to prepare the food she has stored. “I want to cook better with the beans,” she says, referring to her ample supply of legumes.

LATER IN LIFE

Single and in her 60s, Pamela Atkinson doesn’t need to store a lot of food to prepare for a disaster. She’s got enough tucked away to get her by.

What she’s worried about is her health and the health of everyone around her. Specifically, she worries about the escalating threat of a worldwide pandemic flu. Because such a sickness hasn’t been seen in the United States since 1918, she’s afraid people won’t know how to protect themselves. “They think the danger has passed, but the truth is, it hasn’t,” Pamela says. “Experts think it’s only a question of time.”


She wants people to know what protective measures to take to avoid spreading the illness, such as staying at home to avoid contagion, washing hands frequently and covering the mouth when sneezing or coughing.

Pamela, who works as a community advocate for a variety of Salt Lake-area agencies, has always felt the need to be prepared. The feeling became much stronger after Hurricane Katrina. Then she, like Rachel, was asked to help coordinate evacuees from New Orleans to Utah. Numerous stories emerged of New Orleans residents who had no idea of the storm’s historic ferocity or that it had New Orleans in its crosshairs.

“It’s important to listen to the news, read the news, to go on the Internet and find out about any possible emergency,” Pamela says.

She says many people in her neighborhood are prepared for a disaster. Most are Latter-day Saints who heed their church’s encouragement to be ready for an emergency. They also look out for others. “There are team captains on different blocks who check on one another,” Pamela says. “The people reach out beyond themselves and their immediate family.”

Maralin, herself, has worked hard at getting herself and her home ready for an emergency. The 59-year-old Kearns resident has clamped her hot water heater in place. She’s put her heavy glass bowls on the shelves in her kitchen. She’s organized her disaster supplies and prepared 72-hour kits for herself and her cat.

“We need to take care of ourselves,” she says. “If we get ‘the big one’, there will not be enough emergency services out there to take care of all of us.” 

Car Survival and Emergency Kit



- Maintain a minimum of ½ tank of gas
- Tools needed to change a flat tire
- Jumper cable
- Road emergency flares
- Collapsible shovel
- Flashlight with extra batteries
- Coat(s) or Jacket(s)
- Blanket(s) – (can be Mylar)
- Rubber disposable gloves
- Whistle (equipped to hang around neck)
- Fire extinguisher (Standard Class ABC)
- Water: store in clear liter bottles (filled ¾ full to allow for freeze expansion) Rotate water every six months. Secure for safety
- Food/Power Bar(s)
- First Aid Kit
 - Band aids, gauze, non-adherent sterile pads (various sizes)
 - First aid tape
 - Anti-bacterial ointment
 - Burn cream
 - Scissors, tweezers, pocketknife, razor blades...
 - Large cotton cloth (use for sling, tourniquet, bandage)
 - Non-aspirin pain reliever
 - Chemical ice pack, hand warmer packets
 - Safety pins (various sizes) needles, heavy thread
 - Matches (waterproof)
 - Eye wash
 - Hand wipes (antiseptic) cotton balls, cotton pads
- Alcohol swabs, iodine (bottle or pads)
- Prescription medications
- Additional car kit supplies
 - Siphoning Hose
 - Bag of sand or rock salt
 - Tow rope
 - Personal sanitation items (toilet tissue, Towelletes)
 - Writing pad, pencils, road map
 - Ice scraper
 - Rain Poncho
 - Light Stick
 - Dust Mask

**Maintain your vehicle(s) for seasonal changes and...
ALWAYS BUCKLE UP AND DRIVE SAFELY!!**

KNOW HOW AND WHEN TO TURN OFF YOUR NATURAL GAS METER

It may not be necessary to turn off your natural gas meter following an earthquake. Since meters should only be turned back on by a properly trained Questar Gas employee, plumber or heating contractor, during an emergency you may have to wait several days for your gas service to be restored.

You can avoid such inconvenience by turning off your gas meter after an earthquake only:

- If there is structural damage to your home.
- If you smell natural gas.
- If you hear natural gas leaking.
- If there's a fire.

For more natural gas safety information, including emergency preparedness tips, visit questargas.com.



DURING A POWER OUTAGE!

- » Check fuses and circuit breakers. If the power failure is not caused inside the home or business, customers should report the outage to their electric service provider.
- » Try not to open refrigerators and freezers – they will keep food and perishables inside cold for a longer period of time if not opened. Your full freezer should keep food frozen and safe for about two days when kept closed.
- » In cold months put blankets and towels around windows and doors to help keep the heat in.
- » Never use kerosene or propane heaters inside without proper ventilation. They create dangerous fumes. Also, don't ever use charcoal in your house or garage.
- » Turn on your porch light when power is back in service. After crews complete repairs, they patrol the area of the power failure to see if lights are on.

GENERATOR SAFETY

- » Make sure generators are properly wired for your home or business, don't plug a generator into an outlet, and don't connect it directly to your home's main fuse box or circuit panel. This can create a dangerous backfeed hazard for line crews.
- » If you must provide temporary power to your home's wiring system, the generator must be connected through an approved transfer switch that will isolate your house from the electric utility's system. The switch must comply with the National Electric Code and local building codes. These include permits, inspection and installation by a licensed electrician.
- » Always properly ventilate a portable generator. Gasoline-powered generators produce carbon monoxide and the fumes can be deadly. Make sure that the total electric load on your generator won't exceed the generator's rating.

Courtesy of Rocky Mountain Power

DON'T PANIC about pandemic flu




Utah
Department
of Health

At some point, there will be another pandemic outbreak of influenza. For those of you not in the know, an influenza pandemic occurs when the entire world is affected by a flu strain for which there is little or no human immunity. Over the past 100 years, there have been three influenza pandemics.

Fortunately, by studying what has occurred and what has helped in the past, the Utah Department of Health has come up with some suggestions designed to help curb the spread of the pandemic. The problem is that many of these solutions will require that Utahns approach daily life much differently:

- » If you become sick, you will be asked to stay away from others for 7-10 days.
- » If you take care of someone who becomes ill or have someone in your household who becomes sick, you will be asked to stay at home for 7-10 days after exposure to the illness.
- » All childcare facilities, schools and universities will be closed.
- » Sick employees will be asked to stay home.
- » Large public gatherings may be cancelled.
- » It may be difficult to get certain supplies due to limited availability.
- » Hospitals will be stretched to the max and only the very ill will be admitted.
- » Elective surgeries may have to be delayed or postponed so medical facilities will have adequate room to treat those who are facing life-threatening illness or conditions.
- » Travel restrictions may be imposed.

For more information about the possibility of pandemic and steps you may be asked to take to protect you and your family, please visit pandemicflu.utah.gov. How Utah fares during any serious outbreak depends largely on the willingness of state residents to follow guidelines suggested by those who have studied the situation.” 

12 point program to business continuity planning

Ready Your Business



1 CREATING A PLANNING TEAM/ CONTINUITY OF AUTHORITY

Participants will discuss the importance of creating a planning team and who should be included. Creating a chain of command with continuity of authority maintains leadership during any type of operational interruption.

2 COMMUNICATION

Maintaining reliable communication with employees, key personnel, customers, vendors and first responders can minimize confusion during any type of event. Options and solutions for a communication plan will be discussed.

3 RISKS AND HAZARDS

Learn how to recognize the risks and hazards that are the most probable for your facility and location. How should you plan against specific types of interruptions?

4 INTERNAL/EXTERNAL RESOURCES AND CAPABILITIES

Each business or organization has internal and external resources that can be utilized for emergency response and recovery. Participants will learn to identify what capabilities are currently available and how to develop others.

5 VULNERABILITY ASSESSMENTS

What types of emergencies within your facility or community are most likely to occur? This point will cover a vulnerability assessment tool to determine probabilities, estimate impact and assess resources using a numbering system to identify certain types of interruptions.

6 ESSENTIAL BUSINESS FUNCTIONS

Your bottom line could depend on how quickly you are able to resume normal business operations — but what needs to be operating first? Planners will learn how to focus on a company's most essential business functions to retrain the "what, who and how" of business resumption.



7 HUMAN RESOURCES

The human resources within your organization are likely your most valuable assets. Discover the skills and specialized training that cannot always be replaced with outside resources.

8 WORKPLACE EVACUATION AND SHELTERING IN PLACE

Training employees in a simple evacuation or fire drill plan prepares them to respond without confusion during an actual emergency event. Assigning responsibility to assist customers, clients or patients out of the facility increases exit efficiency. Where should they go? What should they take? How long should they plan to stay away? Or is it safer to shelter in place?

9 WORKPLACE EMERGENCY SUPPLY ITEMS

Emergencies are unpredictable and could happen during working hours. Is your workplace prepared with necessary supplies to sustain occupants for 8-12 hours if necessary? Receive a practical emergency supply list for workplace environments.


10 INSURANCE COVERAGE/REVIEWS

Would your insurance claim benefit be enough to keep you in business? Each month, businesses pay a premium, confident that their coverage will be sufficient in case of an emergency, yet fewer than 10 percent of Utahns carry earthquake insurance. Identify alternate types of insurance to cover possible gaps.

11 VITAL RECORDS

Could you provide vital documents or records upon request to an insurance provider, banker or tax accountant? Recognize types of records that are vital to the survival of a business or organization.

12 DATA PROTECT/STORE/RECOVER

A major cause of business interruption is significant data loss. Human error, power failure, a facility fire — all could be the cause. What should an organization do to protect, store and recover vital records and safeguard their cyber system? 

UTAH'S MOST AFFORDABLE FOOD STORAGE AND PREPAREDNESS PRODUCTS!

Food Storage

- Wheat
- Dry Beans
- Freeze Dried Fruits & Vegetables
- And Much More ...



**WHEAT
LADY
BAKERY**

- Fresh Bakery Items

Emergency Preparedness

- Generators
- Radios
- Water Filtration
- And Much More...

- Lunch Menu
- Homemade Soups & Sandwiches
- Instructional Classes



Home Storage Basics

356 North 750 West Meadow Lane D1 • American Fork, Utah
(East of Best Buy)

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BOSCH

801.756.7600 • order online at homestoragebasics.org